

AmeriCorps Promise Fellow 1819 How to Complete Timesheets Using the OnCorps System

STEP ONE: To learn how to enter your information into Timesheets, go to the website, OnCorps Reports, which can be found at <http://mn.oncorpsreports.com>



Recommended Browsers:

- Google Chrome
- Mozilla Firefox
- Internet Explorer Users - You may need to use compatibility mode for the menus, and exportable reports to load. Some information on how to turn that on can be found [here](#).

Looking for Demographics, MSY/Member Reports, Performance Measures, or Narratives in the 16-17 program year? These have been replaced with the new OnCorps GPR report. The tutorial for this can be found once logged in under Help > Help Resources and Tutorials in the program director section.

Follow us on Social Media

For up-to-the minute information, including new features and weekly Webinar announcements, LIKE or FOLLOW us!

Facebook

Follow @oncorpsreports

Log in to your account

Please select your program year:

2018-2019

The Default Selected Program Year is now 2017-2018. Please be sure to select the correct program year to log into!

Submit

Click on the correct program year from the dropdown menu

Contact help@oncorpsreports.com for the quickest response if you need technical support or training. Use our built-in help ticketing system if you can log in, so we can better troubleshoot your issue, or call our customer service line at (612) 568-8627.

Customer Support and Trainings

To schedule a demo or custom training, or to access existing webinars and videos, please contact our support desk via a help ticket, or [email us](#) if you do not have an OnCorps account.

STEP TWO: On the Participating Program Page, Choose Your Program

Scroll down the page and look for the MN Alliance With Promise Fellows Program from the list. Choose which Corps (200/20) you are part of and click on AmeriCorps Member (from the list of Program Director, Site Supervisor, AmeriCorps Member)

Scroll down & Choose MN Alliance With Youth—Promise Fellows as an AmeriCorps Member



Promise Fellows (20 MSY) - School Turnaround
[Web Site](#)
[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)



Promise Fellows (200 MSY) - Statewide
[Web Site](#)
[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)

STEP THREE: On the next page, enter your Username & Password

OnCorps may ask you to create a new password throughout the year. Follow the steps needed to do so.

MINNESOTA ALLIANCE WITH YOUTH
FULFILLING AMERICA'S PROMISE
AmeriCorps Program

WEB SITE RESOURCES

Enter your username and password

Login to OnCorps Reports
OnCorps Reports™
On task. On time. Online.
You are logging into:
2018-2019 Promise Fellows (200 MSY) -
Statewide
[change](#)
AmeriCorps Member or VISTA
Username:
Password:
Login

STEP FOUR: Once you've done that, your home page within OnCorps will come up:

OnCorps Reports™
On task. On time. Online.

Welcome Member Test [view/edit profile](#) | [logout](#)

Logged in as: AmeriCorps Member | Promise Fellows (200 MSY) - Statewide | MN Alliance With Youth

State & Program Year: Minnesota | 2018-2019

HOME REPORTING TIME TRACKING CALENDAR HELP

[Home](#)

Page Tools ? Help Create PDF

To add notifications to your homepage, select them from the list below:
Select a Notification

Welcome Member

Your next [time sheet](#) is due Sep 17, 2018

STEP FIVE: Time Tracking With your mouse/cursor, hover over Time Tracking on the blue menu board. Choose Enter Timesheet. From there, you will be taken to the screen below. From the Select a Period drop down menu, select the correct date range, then click Choose.



Welcome Member Test [view/edit profile](#) | [logout](#)
 Logged in as: AmeriCorps Member | Promise Fellows (200 MSY) - Statewide | MN Alliance With Youth
 State & Program Year: Minnesota | 2018-2019

HOME REPORTING TIME TRACKING CALENDAR HELP

Home > Time Tracking > Enter Timesheets

Enter Timesheets
 List Timesheets
 Member Total Hours by Date

Select a Period:
 Select One Choose

Choose the correct date range from the drop down menu

Member Test
 Enrolled: 1720 | Hours Left: 1720 | Expected End Date: 07/31/2019

Completed Approved Hours
 Fundraising: 0 Training: 0 Service: 0 Total: 0

STEP SIX: You will submit your timesheet usually on the 1st and the 16th of each month. The timesheet for that date range will come up and you will enter BOTH the number of hours you served in each category along with a brief overall description of things you did that day. Note on this page, you can also track how many hours have been submitted, hours approved by your supervisor, hours pending, and how many hours you need to average to successfully complete the year.

You are entering time for period: 10/01/2018 - 10/15/2018

This time sheet is DUE: 10/16/2018

Day	Training			Service	Total Hours
	Fund raising	Training	Life After AmeriCorps	Service Activities	
Mon Oct 1	0	8	0		8
Description:	Training and travel to the Alliance for Small Corps #1				
Tue Oct 2	0	0	0	8	8
Description:	Meeting with site supervisor and then met with students throughout the day and had first after school club session				
					886 characters left

OnCorps will total it for you!

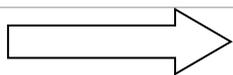
Enter the TOTAL amount of time spent in each area

Offer a brief overall description of what you did on that day

STEP SEVEN: Once you have entered all your information, **at the Bottom of the Page, you'll be able to SAVE or SUBMIT your Timesheet:**

- If you SAVE it, you can come back & complete the timesheet at another time before submitting it.
- If you AUTHORIZE & SUBMIT it, a link to the timesheet will be sent to your Supervisor where they will approve it OR reject it.
- If they reject it, an email will be sent to you to fix the errors and resubmit it.
- If you submit a timesheet, it is approved, and then later you find a mistake, contact your supervisor to reject the timesheet. Then you can correct the error and resubmit it.
- OR if your supervisor has already approved it, contact your Alliance Trainer to unlock the timesheet. You can go in, fix the error, and resubmit to your supervisor for approval.
- Be sure to log out when you are done!

Fri Sep 13	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="0"/>
Description:	<input type="text" value="Attended College Service Fair to Recruit volunteers; researched developmentally appropriate games for afterschool program; met with 21st Century Learning Center Staff for planning"/>			
	820 characters left			
Sat Sep 14	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description:	<input type="text"/>			
	999 characters left			
	Fund raising	Training	Service	
Day		Training	Service Activities	Total Hours
Sun Sep 15	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description:	<input type="text"/>			
	1000 characters left			
Totals:	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>



OTHER NOTES: To keep track of the MINIMUM number of hours you need to be serving in order to finish on time and earn the Education Award, check out the following diagram on your timesheet page: This information includes the number of days served, number of hours approved/submitted (aka pending) along with how many hours you have left to serve and the average needed per week to complete your term of service on time.